

Dashboard Development Guide



Purpose

This tool provides high level guidelines for planning a developing executive dashboard

Dashboards are produced and distributed on a regular basis (e.g., weekly, bi-weekly) to communicate a project or program's overall status via a summary of critical parameters and highlight progress towards its end goals. To the extent possible, a completed dashboard should be clear, concise, and allow the reader to quickly assess a project or program's health.

Key parameters that might be incorporated in a dashboard include:

- Progress towards specific goals (e.g., costs savings, sales increase)
- Key obstacles inhibiting progress towards a goal
- Resource issues that are slowing project or program progress
- Outstanding action items
- Key decisions that need to be made for the project or program to proceed
- New items and budget increases
- Upcoming project or program milestones

The format of the dashboard should be selected and/or customized based on the executives' information needs and subsequent messages that need to be highlighted. When deciding on a dashboard format, also give consideration to the format of any status memos that will be submitted as input for the dashboard. Coordinate the format of the status memo with the dashboard so that information can be transferred with relative ease.

For more details on creating Project Dashboard refer to the [EI Roadmap and tool kit](#).